

KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 1.3 Date Filed *	Total Pages 1 Effective Date September 20, 2005
References ACA 4-4020, P & P ACA 3-3027 KRS 196.035, 197.020	Subject CORRECTIONS PUBLICATIONS	

I. DEFINITION

"Publications" means issues of pamphlets, brochures, newsletters, web pages, inmate newsletters or other written material that may be distributed outside Kentucky Corrections.

II. POLICY and PROCEDURES

- A. Any institution or division planning to issue an external publication shall submit a draft of the publication and a memorandum describing the publication's purpose, extent of distribution and estimated cost to the appropriate Deputy Commissioner. The Deputy Commissioner shall review the publication and forward it, along with his recommendations, to the Commissioner. The Commissioner shall give final approval on all Kentucky Corrections publications.
- B. Each publication shall include the official logo of the Department of Corrections on the cover or title page and shall make the following reference: Commonwealth of Kentucky, Department of Corrections.
- C. For news releases, refer to CPP 1.2, News Media.